

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS**

Thursday, May 1, 2014 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Cushing, Gresser, Hammer, Korten Hof, Krug, Millan, Peterson, Platner, Price, Queen, Teichmiller

Member Absent: Ritchie (excused)

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:05 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), Mary Rideout, Oneida County Social Services Director; Jennifer Lueneburg, Oneida County Social Services Department Financial Services Manager.

Public Comment & Introductions: The Board introduced themselves to Lueneburg.

Approval of the Agenda: Millan moved to approve the agenda with seventeen items; Hammer seconded. All Ayes. Motion Carried.

Approval of the Minutes of the March 15, 2014 Board Meeting: Queen moved to approve the minutes of the March 15, 2014 Board of Directors meeting; Price seconded. All Ayes. Motion Carried.

Board Membership: Mary Peterson is rejoining the ADRC-NW Board of Directors as the Lac du Flambeau tribal representative. Tammy Queen will now be representing the Sokaogon Chippewa tribe, and Parkkila will be submitting the paperwork for approval of her appointment to the Board in this capacity to the Office of Resource Center Development (ORCD). Parkkila informed the Board that there are now just two openings on the Board, both representing the physically disabled population. Parkkila will be releasing ads to recruit new Board Members later this month. The Executive/Personnel Committee will vet all applicants. (NOTE: The openings on the Board are actually one representing the physically disabled population and one representing the older adult population.)

Consent Agenda:

1. **Financial Statements:** Cushing moved to accept the February financial statements and place them on file subject to audit. Queen seconded. All Ayes.

Motion Carried. Hammer moved to accept the March financial statements and place them on file subject to audit. Gresser seconded. All Ayes. Motion Carried.

2. **Time Reporting Percentages:** February 2014 Time Report percentages are at 45.68%, and March percentages are at 41.46%. This is well above the approximately 36% projections used in the 2014 budget.
3. **2013 Line Item Transfers:** Cushing moved to approve line-item transfers as follows: Transfer \$15,165.00 from Miscellaneous Expense to Salaries in the amount of \$1,085, to Wages in the amount of \$3,186, to Per Diem in the amount of \$260, to Social Security in the amount of \$231, to Contracted in the amount of \$6,623, to Telephone in the amount of \$319, to Central Purchasing in the amount of \$1,595, to Subscriptions in the amount of \$325, and to Office Equipment in the amount of \$1,541. Queen seconded the motion. All Ayes. Motion Carried.

Group Health Underwriting Update: Available plans have been reviewed, and the possible carriers for group health insurance are the WEA Trust – East and Security Health. WEA Trust – East has the most extensive network of providers and is also most cost effective because they are so much larger than Security Health. The ADRC-NW will choose the level of participation; the employee may choose either plan within the Wisconsin Retirement System but will have to pay any difference between the cost of the level the Board chooses and the level the employee chooses. A resolution must be passed in May in order for the ADRC-NW to start participation on July 1, 2014. No Action Taken.

Marketing Plan Updates: Much marketing work is taking place behind the scenes. ORCD has requested additional information regarding our request for funds to air State-developed ADRC radio and television ads. This information has been submitted. Kinziegreen is working on a Web site redesign. A marketing committee composed of staff is also working on developing recommendations for the Web site.

Board of Directors Evaluation: Because several Board Members did not submit their evaluations yet, this item has been delayed until the next meeting. No Action Taken.

2014 Budget increase Request – Forest County: One of the ADRC Specialists in Forest County will now be working 40 hours per week instead of 35. The other two ADRC Specialists are already working 40 hours per week. This will increase their budget by \$9,682 for 2014. Another Forest County employee was given a pay increase for 2014 due to her increased responsibilities regarding functional screens, but Forest County did not include the amount of the increase in their budget

projections. An additional \$3,928 will need to be added to the budget projections to account for this. The total of both increases is \$13,610. Krug moved to increase the Forest County satellite office budget by \$13,610 to accommodate the \$9,682 for the additional 5 hours per week for the ADRC Specialist and the \$3,928 pay increase that was not included in the budget. Gresser seconded the motion. All Ayes. Motion Carried. This increase will be covered by an increase in our revenue projections to 36.5%, which is well within the Time Reporting percentage we are achieving.

Regional IT Support Proposal: There is no system in place to provide support for ADRC-NW computers except through costly service calls. In 2013 the ADRC-NW spent \$2,969.64, and these costs will increase as equipment ages. RMM Solutions has proposed \$294/month for remote computer service using a help desk or \$415/month for remote service using a help desk and on-site service as needed. Krug moved to contract with RMM Solutions for one year at a cost of \$415/month for remote computer service with a help desk and on-site computer service as needed. Platner seconded. All Ayes. Motion Carried.

Regional Manager Report: 1) All information for the annual report has been sent to the Office of Resource Center Development (ORCD). 2) ORCD wants the ADRC-NW to go with a different telephone provider because of service issues. Currently Parkkila is exploring options with Charter Communications, but there may be issues with the Forest County Potawatomi and the Lac du Flambeau satellite offices. The contract with the current provider, Frontier, may have to be honored until its expiration because of early termination penalties. The contract runs through March 2015.

Customer Unmet Needs: Vilas County has an extensive wait list for the Community Options Program (COP). Currently there is no home delivery of meals in Conover. There is a lack of transportation options for people who need special accommodations. It is noted that when limited income people move in with friends or relatives there is no money for moving expenses. In addition, there is a lengthy wait for waiver services, and no dementia beds are available. Home health services can take up to five days to begin after the individual has been discharged from the hospital, and for customers who do not have local family or other supports this length of time is a concern.

Community Feedback: Teichmiller feels the advertising that is beginning to show up in local periodicals is excellent. The Board felt presentations should be made to the jurisdictions to keep them informed on our activities.

Future Agenda Items: Group health insurance

Confirm Next Meeting Date & Time: The next meeting of the Aging & Disability Resource Center of the Northwoods will be Wednesday 21, 2014 at 1:00 P.M. It will be in Rhinelander. The regular monthly meeting will be Thursday, June 19, 2014 at 1:00 P.M.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:01 P.M.

Handouts: **Handouts:** Minutes of the March 14, 2014 Board of Directors meeting; February 2014 Transactions; March 2014 Transactions; February 2014 Revenue/Expense Report; March 2014 Revenue/Expense Report; 2013/2014 ADRC Federal & State GPR Revenue Comparison; February 2014 and March 2014 Time Reports; Line Item Transfers 2013; WEA Trust PPO – East information packet.